

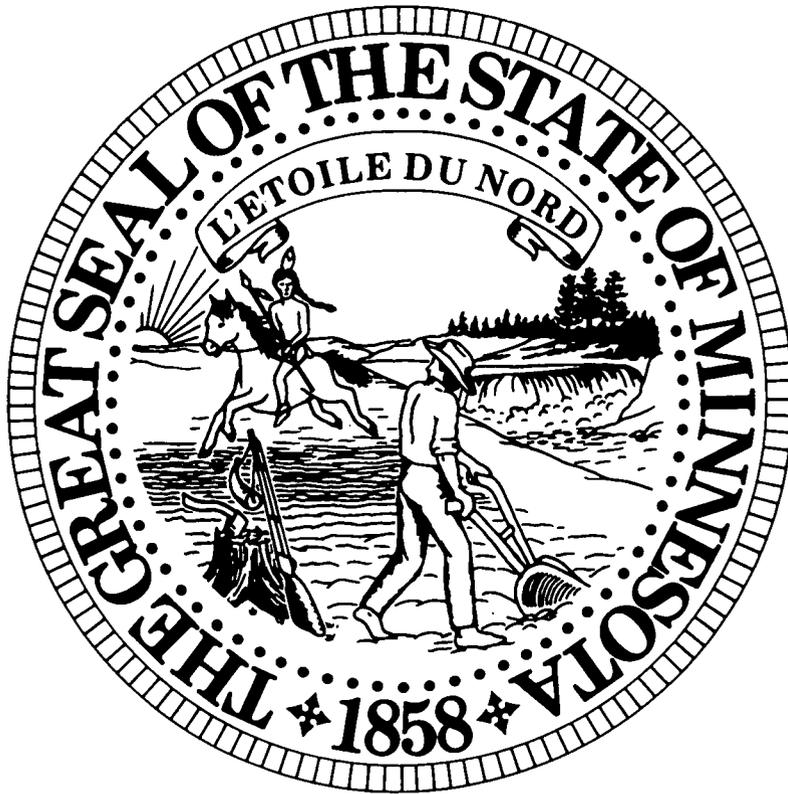
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The Minnesota

State Register

Department of Administration—Print Communications Division



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State Register

Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

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Vol. 18 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
45	Monday 9 May	Monday 25 April	Monday 2 May
46	Monday 16 May	Monday 2 May	Monday 9 May
47	Monday 23 May	Monday 9 May	Monday 16 May
48	Tuesday 31 May	Monday 16 May	Monday 23 May

Arne H. Carlson, Governor

Debra Rae Anderson, Commissioner
Department of Administration

Kathi Lynch, Director
Print Communications Division

Robin PanLener, Editor 612/297-7963
Debbie George, Circulation Manager 612/296-0931

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FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

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Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office
Room 231 State Capitol, St. Paul, MN 55155
(612) 296-0504

HOUSE

Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office
Room 175 State Office Building, St. Paul, MN 55155
(612) 296-2146

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For subscription information call 612/296-0931.

Commodity awards can be obtained from the **Materials Management Helpline** 612/296-2600.

Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the *State Register*

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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Proposed Rules

Pursuant to Minn. Stat. §14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

Department of Labor and Industry

Occupational Safety and Health Division

Proposed Permanent Rules Relating to OSHA; Federal Standards

NOTICE IS HEREBY GIVEN that the Department of Labor and Industry, Occupational Safety and Health Division (Minnesota OSHA) proposes to adopt the following revisions to the Department of Labor and Industry, Occupational Safety and Health Rules, as authorized under *Minnesota Statutes* 182.655 (1992). This notice proposes the adoption by reference of Occupational Safety and Health Standards that have already been proposed and adopted by the Federal Occupational Safety and Health Administration (Federal OSHA).

All interested or affected persons have 30 days from the date this notice is published in the *State Register* to submit, in writing, data and views on the proposed amendments to the rule. Comments in support of or in opposition to the proposed amendments are encouraged. Each comment should identify the portion of the proposed amendment addressed, the reason for the comment, and any proposed change.

Any person may file with the Commissioner written objections to the proposed amendments stating the grounds for those objections and may request a public hearing. A public hearing will be held if 25 or more persons submit written requests for a public hearing on the proposed amendments within the 30-day comment period. Requests for hearing must include the name and address of the person submitting the request, define the reasons for the request, and discuss any proposed changes. If a public hearing is required, the Department will proceed according to the provisions of *Minnesota Statutes* § 182.655 and *Minnesota Rules* 5210.0010 to 5210.0100.

Written comments or requests for a public hearing should be sent to:

Occupational Safety and Health Division
Department of Labor and Industry
443 Lafayette Road
St. Paul, Minnesota 55155-4307

A complete copy of the standards proposed for adoption is available by writing to this address or by calling (612) 296-2116 or (612) 297-3254.

John B. Lennes, Jr.
Commissioner

Summary of Changes

The following is a brief summary of the proposed changes. Persons interested in reviewing the complete *Federal Register* notices referenced below may obtain copies from the above address.

A) "Electric Power Generation, Transmission, and Distribution; Electrical Protective Equipment; Final Rule." On January 31, 1994, Federal OSHA published a new standard addressing the work practices to be used during the operation and maintenance of electric power generation, transmission, and distribution facilities. The standard includes requirements relating to enclosed spaces, hazardous energy control, working near energized parts, grounding for employee protection, work on underground and overhead installations, line-clearance tree trimming, work in substations and generating plants, and other special conditions and equipment unique to the generation, transmission, and distribution of electric energy.

In addition, the electrical protective equipment (29 CFR 1910.137) requirements contained in the General Industry Standards

were revised. The current standards for the design of electrical protective equipment adopt several national consensus standards by reference. The revision replaces the incorporation of these out-of-date consensus standards with a set of performance-oriented requirements that are consistent with the latest revisions of these consensus standards. Additionally, Federal OSHA issued new requirements for the safe use and care of electrical protective equipment to complement the equipment design provisions.

All provisions of the final standard were effective at the federal level on May 31, 1994, with the exception of 1910.269(a)(2), employee training, which is effective January 31, 1995.

By this notice, Minnesota OSHA proposes to adopt the final rule governing Electric Power Generation, Transmission, and Distribution, and the revisions to the Electrical Protective Equipment requirements as published in the *Federal Register* on January 31, 1994. The effective date of these revisions in Minnesota will be five days following publication of the adoption notice in the *State Register*, the effective date for section 1910.269(a)(2) in Minnesota will be January 31, 1995.

B) "Safety Standards for General Industry and Construction; Technical Amendments." On June 30, 1993, Federal OSHA published notice of several minor changes in existing general industry and construction standards including nomenclature changes, address changes, and other minor technical amendments. The changes reflect transfers of authority and editorial corrections to construction and general industry standards that have not undergone recent revision. For example, this document reflects the replacement of the Atomic Energy Commission by the Nuclear Regulatory Commission and the transfer of certain regulatory authority from the Internal Revenue Service to the Bureau of Alcohol, Tobacco and Firearms.

In addition, the notice corrects typographical errors in tables of decompression times for employees who work in compressed air environments. Typographical errors in tables of rated capacities for different sizes, configurations, and types of wire rope and synthetic web slings were also corrected.

By this notice, Minnesota OSHA proposes to adopt the technical amendments published in the *Federal Register* on June 30, 1993.

C) "Occupational Safety and Health Standards for Cadmium in Shipyard Employment and Construction; Miscellaneous Corrections, Technical Amendments, and Redesignation." On January 3, 1994, Federal OSHA published a notice correcting an error stemming from the wording of the amendatory language of the final rule that incorporated applicable General Industry standards for toxic substances into the Occupational Safety and Health Standards for Shipyard Employment. The final rule, published on July 1, 1993, had the effect of mistakenly inferring that the cadmium standard for shipyard employment from the *Code of Federal Regulations* was being deleted though the preamble made it clear it was retained. The correction published on January 3, 1994, reprinted the full text of the cadmium standard as originally published on September 14, 1992, and also incorporates changes made in April 1993. Several cross-references regarding employee records were amended to reflect the designation of a new section in the shipyard employment standards.

In addition, the January 3, 1994, notice redesignated the cadmium standard for construction employment into a different subpart. The redesignation merged the cadmium standard, which was originally codified as 1926.63 in Subpart D of Part 1926, with the newly created Subpart Z that contains specific toxic substance standards for construction. The cadmium standard for construction is redesignated as 1926.1127.

D) "Occupational Exposure to Lead in Construction; Approval of Information Collection Requirements; Interim Final Rule" On May 4, 1993, Federal OSHA published an interim final rule governing occupational exposure to lead in the construction industry. Minnesota OSHA adopted the interim final rule on October 11, 1993. At the time the standard was adopted, the Office of Management and Budget (OMB) had not completed its review of the information collection requirements of the rule under the Paperwork Reduction Act (PRA) of 1980. The PRA provisions are triggered when OSHA asks an employer to produce certain records and, in some circumstances, when an employer goes out of business. The interim final lead in construction standard requires that OSHA have access to the employer's compliance plan, employee information and training records, and medical and monitoring records. If an employer ceases business and there is no successor employer to receive these records, the employer is required to notify the Director of NIOSH at least three months prior to disposal of the records and transmit the records to the Director if requested.

OMB approved the information requirements on May 5, 1993. The requirements are effective June 3, 1993 at the federal level.

By this notice, Minnesota OSHA proposes to adopt the information collection requirements approved by OMB on May 5, 1993, and published in the *Federal Register* on June 24, 1993.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

E) "Incorporation of General Industry Safety and Health Standards Applicable to Construction Work; Final Rule." On June 30, 1993, Federal OSHA published a notice incorporating the regulatory text of the General Industry Safety and Health Standards (Part 1910) that have been identified as applicable to construction work into the Safety and Health Regulations for Construction (Part 1926). Historically, safety and health standards for construction employment have been less comprehensive than the safety and health standards for general industry employment. In a number of cases, OSHA had determined that it was appropriate to cite a construction employer for violation of a general industry standard to achieve the purposes of the OSHA Act. By 1978, a number of general industry standards had been identified as applicable to construction. In response to requests from employers and employees, OSHA issued a single volume of standards for construction that included the general industry standards that had been identified as applicable to construction. The publication was revised and reprinted several times since then; however, the general industry standards were never given 1926 designations.

In order to provide construction employers and employees with a more comprehensive compilation of applicable safety and health standards, OSHA revised Part 1926 by adding identified Part 1910 standards and giving them a 1926 designation and published them in the *Federal Register* on June 30, 1993. Most of the general industry standards incorporated through this action have long been applied to construction employment. A few recent standards, such as 1910.119, Process Safety Management, and 1910.120, Hazardous Waste Operations, were added at this time because OSHA determined that their inclusion is necessary for the protection of construction workers.

Public notice and comment were not required for this action since it does not affect the substantive requirements or coverage of the standards themselves. This incorporation does not modify or revoke existing rights or obligations, nor does it establish new ones. The action simply provides additional information on the existing regulatory burden.

By this notice, Minnesota OSHA announces the incorporation by reference in *Minnesota Rules* of the incorporation and redesignation of the regulatory text of the General Industry Safety and Health Standards (29 CFR Part 1910) that have been identified as applicable to construction work and redesignated in 29 CFR Part 1926 (Safety and Health Regulations for Construction) as published in the *Federal Register* on June 30, 1993, and corrected on July 28, 1993.

Rules as Proposed

5205.0010 ADOPTION OF FEDERAL OCCUPATIONAL SAFETY AND HEALTH STANDARDS BY REFERENCE.

[For text of subpart 1, see M.R.]

Subp. 2. **Part 1910.** Part 1910: Occupational Safety and Health Standards as published in Volume 43, No. 206 of the *Federal Register* on October 24, 1978, and corrected in Volume 43, No. 216 on November 7, 1978, which incorporates changes, additions, deletions, and corrections made up to November 7, 1978; and subsequent changes made prior to May 31, 1993 as follows:

[For text of items A to O, see M.R.]

P. *Federal Register*, Volume 58:

[For text of subitems (1) and (2), see M.R.]

(3) *Federal Register*, Vol. 58, No. 124, dated June 30, 1993, "Safety Standards for General Industry and Construction: Technical Amendments."

Q. *Federal Register*, Volume 59:

(1) *Federal Register*, Vol. 59, No. 20, dated January 31, 1994, "Electric Power Generation, Transmission and Distribution; Electrical Protective Equipment."

Subp. 3. **Part 1915.** Part 1915: Occupational Safety and Health Standards for Shipyard Employment as published in Volume 47, No. 76 of the *Federal Register* on April 20, 1982; and subsequent; all changes made prior to December 31, 1986, which consolidates consolidated Part 1915 and Part 1916; technical amendments and redesignations published in Volume 58, No. 125, of the *Federal Register* on July 1, 1993; and subsequent additional changes made prior to May 31, 1993 as follows:

[For text of items A to D, see M.R.]

E. *Federal Register*, Vol. 59, No. 1, dated January 3, 1994, "Occupational Safety and Health Standards for Cadmium in Shipyard Employment and Construction; Final Rule; Miscellaneous Corrections and Technical Amendments."

[For text of subs 4 and 5, see M.R.]

Subp. 6. **Part 1926.** Part 1926: Construction Safety and Health Regulations as published in Part VII, Volume 44, No. 29 of the *Federal Register* on February 9, 1979, which incorporates changes, additions, deletions, and corrections made up to October 17, 1978, and includes the incorporation and redesignation of the regulatory text of the General Industry Occupational Safety and Health Standards (29 CFR Part 1910) which that have been identified as applicable to construction work as published in the *Federal*

Register, Volume 58, No. 124, dated June 30, 1993, and corrected in Volume 58, No. 143, dated July 28, 1993; and subsequent additional changes made prior to May 31, 1993 as follows:

[For text of items A to H, see M.R.]

I. Federal Register, Volume 58:

[For text of subitems (1) and (2), see M.R.]

(3) Federal Register, Vol. 58, No. 120, dated June 24, 1993, "Occupational Exposure to Lead in Construction: Interim Final Rule—Approval of Information Collection Requirements."

J. Federal Register, Volume 59:

(1) Federal Register, Vol. 59, No. 1, dated January 3, 1994, "Occupational Safety and Health Standards for Cadmium in Shipyard Employment: Final Rule; Miscellaneous Corrections and Technical Amendments."

[For text of subp 7, see M.R.]

Secretary of State

Proposed Permanent Rules Relating to Ballot Form

Notice of Intent To Adopt Rules Without A Public Hearing

Introduction. The Secretary of State intends to adopt permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You have 30 days to submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules.

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to:

Joe Mansky
Elections Division
180 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1299
(612) 296-2805

Subject Of Rules And Statutory Authority. The proposed rule is about the administration of the statewide voter registration system, processing of National Voter Registration Act applications, absentee voting, mail voting, recounts, ballot form, and correction of precinct boundaries. The statutory authority to adopt the rule is found in *Minnesota Statutes* 201.022, 201.221, 203B.09, 204B.14, 204B.45, 204C.361, and 204D.11. A copy of the proposed rule is published in the *State Register*. A free copy of the proposed rule is available on request from the agency contact person listed above.

Comments. You have until 4:30 p.m., Thursday, June 9, 1994, to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rule. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed.

Request For A Hearing. In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on June 9, 1994. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed rules which caused your request, the reason for the request, and any changes you want made to the proposed rule. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

in writing. If a public hearing is required, the Secretary of State will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Modifications. The proposed rule may be modified as a result of public comment. The modifications must be supported by data and views submitted to the agency and may not result in a substantial change in the proposed rule as printed in the *State Register*. If the proposed rule affects you in any way you are encouraged to participate in the rulemaking process.

Statement Of Need And Reasonableness. A statement of need and reasonableness is now available from the agency contact person at the address and phone number listed above. This statement describes the need for and the reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule.

Small Business Considerations. In preparing these rules, the Secretary of State has considered the requirements of *Minnesota Statutes*, section 14.115, in regard to the impact of the proposed rules on small businesses. The adoption of these rules will not directly affect small businesses.

Expenditure Of Public Money By Local Public Bodies. *Minnesota Statutes*, section 14.11, subdivision 1, does not apply because adoption of these rules will not result in additional spending by local public bodies in excess of \$100,000 per year for the first two years following adoption of the rules.

Impact On Agricultural Lands. The adoption of this rule will not have any impact on agricultural land and so *Minnesota Statutes* section 14.11, subdivision 2 is not applicable.

Adoption And Review Of Rule. If no hearing is required, after the end of the comment period the agency may adopt the rule. The rule and supporting documents will then be submitted to the attorney general for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the rule is submitted to the attorney general or be notified of the attorney general's decision on the rule. If you wish to be so notified, or wish to receive a copy of the adopted rule, submit your request to the agency contact person listed above.

Dated: 25 April 1994

Joan Anderson Growe
Secretary of State

Rules as Proposed

8200.3900 PROCESSING OF NATIONAL VOTER REGISTRATION ACT APPLICATIONS.

All county auditors shall accept voter registration applications on forms prescribed by the Federal Election Commission as provided by the National Voter Registration Act if the application is from a person eligible to vote in Minnesota, and includes the registrant's name, address in Minnesota, date of birth, registrant's signature, and the date of registration. The application must be processed and stored by the county auditor in the same manner as a Minnesota voter registration card.

8200.9115 FORM OF POLLING PLACE ROSTERS.

[For text of subs 1 and 2, see M.R.]

Subp. 3. Production of rosters. The Secretary of State shall identify and develop methods of producing polling place rosters. The Secretary of State shall provide polling place rosters for each election in the state. The roster may be provided to the county auditor on paper or computer tape or other electronic medium.

8200.9305 ADMINISTRATION OF STATEWIDE REGISTRATION SYSTEM.

The Secretary of State shall develop and operate a centralized database of all registered voters in the state of Minnesota. The database must be available to each county in the state through a statewide registration system provided by the Secretary of State. The registration system must allow the county auditors to add, change, and delete information from the system in order to maintain an accurate database of registrants. The system must provide all county auditors and the Secretary of State with a method to view and search registration information.

At the discretion of the Secretary of State access to the statewide registration system may be extended to municipal clerks who have been delegated the responsibility of maintaining voter registration records by the county auditor.

A county auditor must use the statewide registration system to execute the duties of chief registrar of voters and chief custodian of registration records in the auditor's county.

8200.9310 PROCESSING OF COMPLETED VOTER REGISTRATION CARDS.

A completed voter registration card may be returned to any state agency or county auditor. The Secretary of State shall provide training to state agencies on the proper forwarding of completed voter registration cards. Completed registration cards received by the Secretary of State may be forwarded to the appropriate county auditor for entry into the statewide registration system, or may be entered into the system by the Secretary of State.

The Secretary of State may electronically transmit the information on the voter registration cards to the appropriate county auditor. The county auditor shall promptly enter the information into the statewide registration system. The original registration cards submitted to the Secretary of State may be maintained either by the Secretary of State or by the appropriate county auditor. Voter registration cards may be stored in either paper or electronic format.

The Secretary of State shall have full access to all functions of the statewide registration system and may, with the authorization of the county, add, change, or delete registration records or other information in the system.

8200.9315 PROCEDURE FOR ENTERING DATA INTO STATEWIDE REGISTRATION SYSTEM.

When entering information from a voter registration card into the statewide registration system, the Secretary of State or county auditor shall:

A. conduct a statewide search of the registration database to determine if the registrant has previously registered in Minnesota;

B. assign the registrant to the proper voting precinct for the address provided on the registration card;

C. determine all election districts in which the registrant will be eligible to vote;

D. notify the appropriate county auditor if the registrant has moved from another county in the state in which the registrant was previously registered;

E. assign the registration record a unique identification number, and date the record as to when the registration was entered into the registration database;

F. maintain a record of voting history of the registrant for at least the previous six calendar years and a record of other transactions as determined by the Secretary of State for at least two years; and

G. provide information on prior registrations in other states. At periodic intervals, the Secretary of State shall notify the chief election officials of other states of individuals who have registered to vote in Minnesota and who indicated a prior registration in their state.

The Secretary of State shall establish a precinct finder that must be maintained by each county auditor. The precinct finder must identify the voting precinct that will be assigned to the registrant. At the discretion of the Secretary of State, the precinct finder may also include geographical data from the United States Census Bureau.

8200.9320 INTERACTION WITH DEPARTMENT OF PUBLIC SAFETY.

The Secretary of State, in cooperation with the commissioner of public safety, may develop a single unified application to permit eligible voters who have indicated they wish to register to vote to simultaneously register to vote and apply for a driver's license or state identification card. The Secretary of State and the commissioner of public safety may access a common database of information entered from this application.

The information from the unified application for voter registration and a driver's license or state identification card may be transferred electronically from the commissioner of public safety to the Secretary of State. The Secretary of State shall make available to each county auditor the data necessary to add or update a voter record on the statewide registration system. The county auditor shall process the data in manner provided in part 8200.9315.

8200.9325 SECURITY FOR STATEWIDE REGISTRATION SYSTEM.

All authorized users of the statewide registration system must be identified uniquely in the manner provided by the Secretary of State. No access to the statewide registration system will be allowed to any person not identified as an authorized user of the system.

The Secretary of State may provide "display only" access to the statewide registration system to other public officials subject to the provisions of *Minnesota Statutes*, section 201.091, and any data security provisions deemed necessary by the Secretary of State.

To ensure that information obtained from the statewide registration system is being used in the manner provided by law, the Secretary of State may insert verification records into the statewide registration system. The verification records must not be included on any master list, public information list, or polling place roster. If the Secretary of State has reason to believe that information obtained from the statewide registration system was used in a manner inconsistent with *Minnesota Statutes*, section 201.091, a report must be immediately transmitted to the appropriate county attorney.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

8200.9953 REQUEST FOR COPIES OF VOTER REGISTRATION PUBLIC INFORMATION LISTS, SPECIFIED BY PART 8200.6100.

To the Auditor of _____ County
County Courthouse
_____(County Seat), Minnesota

I hereby request copies of the lists of registered voters for the following precincts: _____

(attach additional sheets if necessary).

My name is _____.

I reside at _____ (Street address) _____ (City or Township).

I certify that I am a registered voter in ~~this county~~ Minnesota. I am aware that using the public information lists of voters for purposes not related to elections, political activities, or law enforcement is a violation of the law. I am also aware that any individual who subsequently acquires the public list of registered voters from me may only use that information for the purposes listed above. Any individual who acquires the public information lists of registered voters from me must first certify to the Secretary of State that the information in those lists will only be used for the purposes allowed in Minnesota election law.

____/____/____

(Date)

(Signature)

8210.0700 ABSENTEE BALLOT RETURN ENVELOPE AS PROVIDED BY MINNESOTA STATUTES, SECTIONS 203B.04 TO 203B.15.

Subpart 1. **Form.** The absentee ballot return envelope must be printed in the form shown in part ~~8210.9940~~ 8210.9945.

[For text of subs 2 to 6, see M.R.]

Subp. 7. **Ward and precinct number.** The official mailing or delivering absentee ballots to an absent voter shall, before doing so, fill in the absent voter's ward and precinct number ~~and the date of the election~~ in the spaces provided on the left-hand end of the return envelope.

[For text of subp 8, see M.R.]

8210.3000 MAIL BALLOTING.

[For text of subs 1 to 3, see M.R.]

Subp. 4. **Mailing ballots.** The county auditor, municipal clerk, or school district clerk shall mail ballots to the voters registered in the municipality or unorganized territory. A ballot mailing must be sent to each registered voter ~~whose name is included in the registration file on the 21st day before the election, except that no earlier than 20 or later than 14 days prior to the election.~~ No ballot may be mailed to a challenged voter.

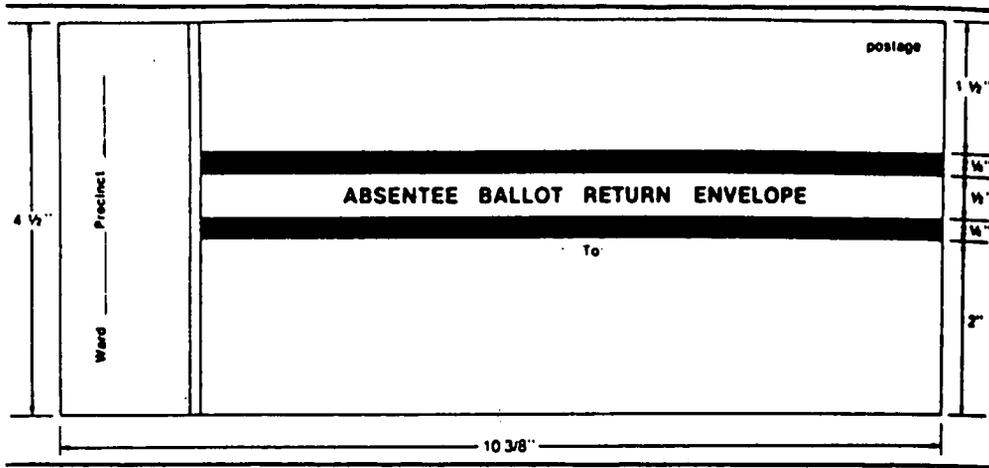
Ballots must be sent by nonforwardable mail. Ballots for eligible voters who reside in health care facilities may be delivered as provided in *Minnesota Statutes*, section 203B.11. The ballot mailing must be addressed to the voter at the voter's residence address as shown on the registration file unless the voter requests, in writing, that the ballot be mailed to the voter at a different address completes an absentee ballot request as provided in *Minnesota Statutes*, section 203B.04.

A return envelope, a ballot secrecy envelope, and instructions for marking and returning mail ballots must be included with the ballots. At the request of the secretary of state, a survey card that the voter can return to the secretary of state must also be included. The ballot return envelope must be printed with the mail voter's certificate. The ballot return envelope must be addressed for return to the county auditor as specified in part 8210.0700, subpart 4. First class postage must be affixed to the return envelope.

[For text of subs 4a to 12, see M.R.]

Subp. 13. Purpose and effect statement. The governing body authorizing a mail election as provided in *Minnesota Statutes*, section 204B.46, may include a statement of the purpose and effect of the ballot question with the ballot. Any information provided in the purpose and effect statement must be factual, impartial, and designed only to clarify or summarize the wording of the question, or to explain statutory or charter provisions under which the election is held. The enclosure must not be designed to influence the outcome of the election. The text of the purpose and effect statement must be prepared by the legal advisor of the governing body placing the questions before the voters.

8210.9945 ABSENTEE BALLOT RETURN ENVELOPE, SPECIFIED BY PART 8210.0700.



8235.0300 NOTICE.

Within 24 hours after determining that an automatic recount is required or within 48 hours of receipt of a written request for a recount and filing of a security deposit if one is required, the official in charge of the recount shall send notice to the candidates for the office to be recounted and the county auditor of each county wholly or partially within the election district. The notice must include the date, starting time, and location of the recount, the office to be recounted, and the name of the official performing the recount. The notice must state that the recount is open to the public, and in case of an automatic recount, that the losing candidate may waive the recount.

8250.0365 FORM OF PINK BALLOT.

Subpart 1. General form. The ballot for constitutional amendments must be prepared in the same manner as the white ballot, except as provided in this part. Ballot pages and ballot cards for electronic voting systems must be prepared in the manner provided for paper ballots to the extent practicable.

Subp. 2. Ballot heading. The words "CONSTITUTIONAL AMENDMENT BALLOT" must be printed at the top of the ballot. Directly below the heading will be a bold dividing line running the width of the ballot. The following statement shall be beneath the dividing line and printed in upper and lower case: "Failure to vote on a constitutional amendment, will have the same effect as voting no for the amendment." A bold dividing line running the width of the ballot shall be immediately below the statement.

Subp. 3. Instructions to voters. The following instructions must be printed directly below the statement required in subpart 2. "To vote for a proposed constitutional amendment, put an (X) in the square before the word "YES" at the left of the proposition. To vote against a proposed constitutional amendment, put an (X) in the square before the word "NO." A bold dividing line running the width of the ballot must appear immediately below the instructions.

8250.0370 FORM OF CANARY BALLOT.

Subpart 1. General form. The canary ballot must be prepared in the same manner as the white ballot, except as provided in this part. Ballot pages and ballot cards for electronic voting systems must be prepared in the manner provided for paper ballots to the extent practicable.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Adopted Rules

Subp. 2. Ballot order. County offices must be listed first on the canary ballot in the following order: county commissioner, county auditor, county treasurer, county recorder, county sheriff, county attorney, county coroner, and county surveyor. Special district offices must follow the last county office. Judicial offices must follow special district offices and appear in the following order: chief justice - supreme court, associate justice - supreme court, judge - court of appeals, and judge - district court. Where judicial seats are designated by number, the offices must be listed in numerical order. Optical scan ballots must be prepared in the order provided in *Minnesota Statutes*, chapter 206. County and judicial offices for which there is only one candidate will appear in the manner provided in *Minnesota Statutes*, section 204D.14.

Subp. 3. Ballot size. The canary ballot must be 5-1/4 inches wide and no more than 30 inches long.

8250.0375 FORM OF GRAY BALLOT.

Subpart 1. General form. The judicial nonpartisan office ballot must only be used if the canary ballot exceeds 30 inches in length. The ballot for judicial nonpartisan offices must be prepared in the same manner as the white ballot, except as provided in this part. Ballot pages and ballot cards for electronic voting systems must be prepared in the manner provided for paper ballots to the extent practicable.

Subp. 2. Ballot order. Offices appearing on the gray ballot must be listed in the order provided by part 8250.0370, subpart 2.

8255.0025 CORRECTION OF PRECINCT BOUNDARIES NOT BASED ON RECOGNIZABLE PHYSICAL FEATURES.

The Secretary of State shall monitor precinct boundaries within the state. If a precinct boundary is not in compliance with the requirements of *Minnesota Statutes*, section 204B.14, the Secretary of State shall notify the county auditor or municipal clerk who established the boundary of the error and provide a map showing a suggested boundary that meets all statutory requirements. The governing body responsible for the precinct has 60 days from the time of notice to adopt the precinct boundary suggested by the Secretary of State, or create another boundary that meets all statutory requirements. If the governing body fails to act within 60 days, the precinct boundary is, by default, the boundary suggested by the Secretary of State.

REPEALER. *Minnesota Rules*, part 8210.9940, is repealed.

Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §§14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

Department of Corrections

Adopted Permanent Rules Relating to 24-Hour and Eight-Day Juvenile Temporary Holdover Facilities

The rules proposed and published at *State Register*, Volume 18, Number 31, pages 1776-1791, January 31, 1994 (18 SR 1776), are adopted with the following modifications:

Rules as Adopted

JUVENILE TEMPORARY HOLDOVER FACILITIES

2950.0100 DEFINITIONS.

Subp. 11. **Directory.** "Directory" means any provision in this ~~part~~ chapter which is not designated as mandatory according to subpart 19.

Emergency Rules

Emergency Rules

Proposed Emergency Rules

According to Minn. Stat. of 1984, §§14.29-14.30, state agencies may propose adoption of emergency rules if: 1) expressly required; 2) authorized by statute; or 3) if the manner permitted by a directive (given by statute, federal law or court order) does not allow for compliance with sections 14.14-14.28. The agency must, however, publish a notice of intent to adopt emergency rules, along with the rules themselves, in the *State Register*. The notice must advise the public:

- 1) that a free copy of the proposed emergency rule is available upon request from the agency;
- 2) that notice of the date that the rule is submitted to the attorney general will be mailed to persons requesting notification;
- 3) that the public has at least 25 days after publication of the proposed emergency rule to submit data and views in writing; and
- 4) that the emergency rule may be modified if the data and views submitted support such modification.

Adopted Emergency Rules

Emergency rules take effect five working days after approval by the attorney general, and after compliance with Minn. Stat. §§14.29-14.365. As soon as possible, emergency rules are published in the *State Register* in the manner provided for in section 14.18.

Emergency rules are effective for the period stated in the notice of intent to adopt emergency rules. This may not exceed 180 days.

Continued/Extended Emergency Rules

Adopted emergency rules may be continued in effect (extended) for an additional 180 days. To do this, the agency must give notice by: 1) publishing notice in the *State Register*; and 2) mailing the same notice to all persons who requested notification on rulemaking. No emergency rule may remain in effect 361 days after its original effective date. At that point, permanent rules adopted according to Minn. Stat. §§14.14-14.28 supercede emergency rules.

Department of Natural Resources

Adopted Expedited Emergency Game and Fish Rules; Suspension of Requirements on Importing Fish from Canada

NOTICE IS HEREBY GIVEN that the above entitled rule has been adopted through the process prescribed by *Minnesota Statutes*, section 14.29, subdivision 4(b). The statutory authority for the contents of this rule is *Minnesota Statutes*, sections 97A.531, subdivision 5.

Dated: 28 April 1994

Rodney W. Sando, Commissioner
Department of Natural Resources

Rules as Adopted (all new material)

6266.0700 TAKING OF FISH ON MINNESOTA-CANADA BOUNDARY WATERS.

[For text of subs 1 to 5, see M.R.]

Subp. 6. Suspension of requirements of *Minnesota Statutes*, section 97A.531, subdivisions 2, 3, and 4. Whereas the Province of Ontario, Canada, repealed daily angling validation tag laws effective February 12, 1994, the requirements of *Minnesota Statutes*, section 97A.531, subdivisions 2, 3, and 4, are suspended effective immediately.

Withdrawn Rules

State Board of Education

Notice of Withdrawal of Portions of Proposed Rules Relating to Educational Due Process Rights of Individuals with Handicaps

NOTICE IS HEREBY GIVEN that the proposed revision of the portion of Minnesota State Board of Education Rule 3525.2900 Subpart 11a which strikes the second paragraph, and that the proposed revision to *Minnesota Rule* 3525.2900 Subpart 3 except for new item E, as published in the *State Register* of April 18, 1994 (18 S.R. 2237), are withdrawn.

Executive Orders

Office of the Governor

Emergency Executive Order 94-2 Providing for Assistance to Officials in Washington County, Minnesota

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Emergency Executive Order:

WHEREAS, on April 26, 1994, severe weather caused an estimated \$3 million in property damage in Grant and Stillwater Townships in Washington County; and

WHEREAS, the storm knocked out electrical service to several hundred homes in the area, including the northern portion of the City of Stillwater; and

WHEREAS, the Sheriff of Washington County requests assistance in security and traffic control in the storm damaged area;

NOW, THEREFORE, I hereby order that:

1. The Adjutant General of Minnesota order to state active duty on or after April 26, 1994, in the service of the State, such elements and equipment of the military forces of the State as required and for such period of time as necessary, to assist and support civil authorities in protecting life and property, and providing emergency services.
2. The cost of subsistence, transportation, fuel, and pay and allowances of said individuals shall be defrayed from the general fund of the State as provided for in *Minnesota Statutes* 1992, Sections 192.49, subd. 1, 192.51, and 192.52.

Pursuant to *Minnesota Statutes* 1992, Section 4.035, subd. 2, this Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1992, Section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this twenty-sixth day of April, 1994.

Arne H. Carlson
Governor

Filed According to Law:

Joan Anderson Growe
Secretary of State

Official Notices

Pursuant to the provisions of Minnesota Statutes §14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Department of Agriculture

Agronomy Services Division

Notice of Cancellation of Minnesota Agricultural Chemical Response Compensation Board

NOTICE IS HEREBY GIVEN of cancellation of the Agricultural Chemical Response Compensation Board (ACRRA Board) meeting scheduled for May 18, 1994. The next regularly scheduled ACRRA Board meeting will be Wednesday, June 15, 1994; to be held at the Minnesota Department of Agriculture offices, 90 West Plato Boulevard, St. Paul, Minnesota, Conference Room One, at **9:00 a.m.**

Call the ACRRA Program, (612) 297-3490, should you require additional information.

Minnesota Comprehensive Health Association

Notice of Meeting of the Research Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association (MCHA), Research Committee will be held at 8:00 a.m. on Thursday, May 26, 1994 at Park Place Center, 5775 Wayzata Boulevard, St. Louis Park, Minnesota. The meeting will be in the conference room located on the 7th floor.

For additional information please call Lynn Gruber at (612) 593-9609.

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective May 9, 1994 prevailing wage rates were determined and certified for commercial construction projects in:

Anoka County: Anoka/Ramsey Community College Development Center-Coon Rapids; Anoka/Hennepin School District Underground Liquid Tank Removal & Installation.

Benton County: Rice Elementary School Additions & Remodeling-Rice.

Blue Earth County: MSU Armstrong Hall Asbestos Removal Phase I-Mankato.

Cook County: Cook County Court House Step Repair-Grand Marais.

Clay County: CMU East Patio Renovation; Comstock Memorial Union A/C Revisions; Moorhead State University Recaulking-Moorhead State University.

Dakota County: Empire Roof Repair-Near Farmington; Eagan Police Facility Phase I-Eagan; ISD #196 Ductwork Modification, Energy Management System, Boiler Burner Replacement, Water Heater Replacement, Lighting Replacement-Rosemount.

Fillmore County: Rushford-Peterson School Accessibility Remodeling-Rushford.

Hennepin County: Heywood Office Building Addition & Remodeling, U of M Comstock Hall 1994 Masonry Wall Repairs-Minneapolis; ISD #277 Grandview Middle & Mound Westonka High School Renovation-Mound & Minnetrista; Basswood Elementary School, Rush Creek Elementary-Maple Grove.

Koochiching County: International Falls High Fire Doors/Stair Enclosure-International Falls.

Olmsted County: John Marshall High School Science Room Remodel-Rochester.

Ramsey County: Roseville Sr. High & Brimhall Elementary 1994 Summer Asbestos Abatement-Roseville. Como Sr. High School Science Lab Safety & ADA Modifications, Franklin Elementary School Elevator Addition-St. Paul.

St. Louis County: Terminal Building Expansion-Ely. Mt. Iron-Buhl High School-Mt. Iron. U of M/Duluth Lawn Fertilization & Weed Control-Duluth. Wastewater Treatment Facility-Babbitt.

Stearns County: Mn Correctional Facility Accessibility-Sauk Centre.

Todd County: Northside Elementary School 1994 Reroofing-Staples.

Washington County: New Cellblock Substation Installation-Stillwater.

Copies of the certified wage rates for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

John B. Lennes, Jr.
Commissioner

State Grants

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Corrections

Sex Offender/Chemical Dependency Services Unit

Notice of Request for Proposals for Grants for Providing Outpatient Sex Offender-Specific Programming for Juveniles and Adults

The Minnesota Department of Corrections, Sex Offender/Chemical Dependency Services Unit, announces the availability of grant funds for provision of new and enhanced outpatient sex offender-specific programming across the state. The grant period will run from July 1, 1994 to June 30, 1995. Up to ten grants of \$45,000 each are available for this time period. Up to two grants may be given to proposals that serve traditionally underserved populations.

Private, for-profit and non-profit organizations, public human service agencies, community corrections agency, and other governmental agencies are eligible to apply.

The deadline for proposals is Friday, June 10, 1994 at 4:30 p.m.

The Request for Proposals contains detailed requirements and instructions for application. To receive a copy of the Request for Proposals, contact:

Phyllis Tillman
Minnesota Department of Corrections
Sex Offender Chemical Dependency Services Unit
300 Bigelow Building
450 North Syndicate Street
Saint Paul, Minnesota 55104
(612) 642-0233

Housing Finance Agency

Request for Proposals for Funds Available from the Capacity Building Grant Program

The Minnesota Housing Finance Agency (MHFA) announces the availability of \$100,000 in grant funds from the Capacity Building Grant Program. The Legislature authorized the program to assist non-profit organizations, local units of government, Indian Tribes, and Indian Tribal Organizations to expand their capacity to provide affordable housing and housing related services (*Minnesota Statutes*, Sect. 462A.21, subd. 3b). The program's purpose is to fund projects which will enable an organization to more effectively address the housing needs of low income persons and families within the organization's service area.

Eligible Applicants: Eligible applicants are non-profit organizations, housing and redevelopment authorities, regional development commissions, Minnesota cities and towns, Indian tribes, bands, communities, or tribal organizations.

Eligible Uses of Grant Funds: The maximum grant amount awarded will be \$10,000. Grants may be awarded for the following activities: (1) Studies and analysis of housing needs within the applicant's service area and the development of plans and strategies to meet those needs. (2) Staff training related to the management of the organization, real estate development, housing management, or other housing related activities. (3) Legal and other professional services associated with the establishment or incorporation of an organization as a provider of housing or housing related services. (4) Other activities that expand the capacity of the applicant to meet housing needs in the applicant's service area.

Application Process: Applicants should request an application form from MHFA staff:

Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN 55101
Phone: (612) 297-3294

Applications must be received at the Minnesota Housing Finance Agency by 4 p.m. on Friday, July 1, 1994.

Any questions concerning the Capacity Building Grant Program or the application process should be directed to Warren Kramer at (612) 297-5142.

This Request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and will not reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Department of Human Services

Correction to Notice of Intent to Identify the Need for a Competitive Bid Process on Existing Grants

The Notice on Letter of Intent for competitive bidding on continuation funding to The City, Inc. which was posted on April 25, 1994; page 2287 (18 S.R. 2287) in the *State Register* was an incorrect listing. The correct listing should have been a Request For Proposals To Improve Intervention and Treatment Services For The Elderly. The submission deadline is May 27, 1994. Contact Ruthie M. Dallas at 296-3504 for further information.

Department of Human Services

Notice of Request for Proposals to Improve Intervention and Treatment Services for the Elderly

The Chemical Dependency Program Division of the Department of Human Services is requesting proposals to improve the quality and appropriateness of intervention and treatment services for the elderly who have special needs and problems which have not traditionally been met in existing treatment programs.

Proposals are requested from an agency, program or individual(s) with the technical expertise and clinical skills to improve services for the elderly. The priority area to be addressed by the potential grantee funded through the Minnesota Department of Human Services is the development of a community-based demonstration model treatment program that is holistic in approach and has a strong outreach component.

Funding Available:

A total of \$144,000 (\$72,000 per year) for a 2-year period is available for an agency, program or individual(s) to provide a coordinated, comprehensive and effective treatment approach through cooperative and collaborative efforts among the aging/chemical dependency fields and the private/public sectors in order to meet the needs of the State's elderly population with chemical dependency problems.

Applications are to be submitted as a two-year project with separate budgets and workstatements for each year. The funded agency, program, or individual would begin on or about October 1, 1994, or upon such date as the grant is executed as to encumbrance by the Commissioner of Finance, whichever occurs later, and continue for a minimum of two years until September 30, 1996, based on satisfactory performance and the availability of funds.

Proposals in response to this RFP must be submitted on the Chemical Dependency Program Division (CDPD) grant application form that can be obtained by contacting the Chemical Dependency Program Division, Minnesota Department of Human Services at 612/296-3991. Upon request, this information will be made available in an alternative format, such as Braille, large print or audiotape.

An original and seven copies of each proposal must be in the CDPD office, 444 Lafayette Road, St. Paul, MN 55155, no later than 4:20 PM on May 27, 1994. Proposals which are mailed must have a legible postmark date of no later than May 24, 1994 to be accepted.

All requests for information regarding this RFP should be directed to Ruthie M. Dallas at 612/296-3504 or at the above address.

Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

In accordance with *Minnesota Rules Part 1230.1910*, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

Department of Administration

InterTechnologies Group

Notice of Availability of Contract for Overload (Mainframe, Midrange, PC, Network, & Network/Operation Services) Programming and Systems Analysis

The InterTechnologies Group (InterTech), Department of Administration, for the State of Minnesota, is requesting a proposal from qualified firms to provide overload computer programming and systems analysis (FY95 i.e. July 1, 1994 thru June 30, 1995) to be used by the state on an as-needed basis. This will involve basic functional analysis automation, feasibility studies, application system and database design, computer programming design, coding, testing, implementation, and documentation. This may involve backup assistance to staff programmers on a specific phase of a project, or it may involve responsibility for an entire project assigned at the discretion of the state. This work will be on projects done for the state agencies. The total amount expended for this activity is estimated not to exceed \$1,000,000 for FY94 (i.e., July 1, 1994 through June 30, 1995).

The full text of the Request For Proposal is available on request from Bryan Eastep at (612) 296-5108. Responses must be directed to:

Gerald Joyce
Materials Management Division
112 Administration Bldg.
50 Sherburne Ave.
St. Paul, MN 55155
Phone: 297-9080, Fax: 297-3996

Responses must be received no later than 4 p.m. on May 31, 1994.

Department of Human Services

Ah-Gwah-Ching Center Residential Facility

Notice of Request for Proposal for Pharmacist Services

Contractor's Duties

- A. Provide pharmacist services for residents as requested by the Chief Executive Officer (CEO) or the CEO's designated representative.
- B. The services provided shall include the preparation, compounding, and dispensing of prescription medications.
- C. The services provided shall be performed on an on-call basis as a substitute for the full-time staff pharmacist when he is on vacation or extended sick leave.

The contractor shall provide documentation that they are registered or licensed as a pharmacist under *Minnesota Statutes*, Chapter 151. Services provided shall at all times be rendered in a competent and professional manner, consistent with quality assurance standards of the Center; in compliance with all applicable statutes, regulations, rules, and directives of federal, state, and other governmental and regulatory bodies having jurisdiction over the Center; and consistent with prevailing community standards or customary practices.

A standard state consultant contract will be utilized in the writing of this request and is available upon request.

Cost Estimate: The estimated fee for services is approximately \$25.50 per hour for a contract not to exceed \$13,000.00.

Professional, Technical & Consulting Contracts

Responses must be received by 4:30 pm on May 30, 1994.

Direct inquiries to:

Jeff Smith
Ah-Gwah-Ching Center
Ah-Gwah-Ching, MN 56430
218/547-8300

Department of Human Services

Ah-Gwah-Ching Center Residential Facility

Notice of Request for Proposal for Psychiatric Consultant Contract

Contractor's Duties

- A. Confer with the contracted physicians, Ah-Gwah-Ching Center nurse practitioners, psychologist, the consulting pharmacologist, and the nursing staff regarding the development, implementation, and monitoring of resident management plans, medication usage, and other treatment modalities appropriate for the individual residents.
- B. Maintain medical records according to standards of care established by Ah-Gwah-Ching Center policies and procedures.
- C. Represent Ah-Gwah-Ching Center in legal proceedings when there is a need for psychiatric opinion.
- D. Be available for telephone consultation on emergency resident problems.

The contractor agrees to provide the above services at Ah-Gwah-Ching Center on a scheduled basis jointly agreed to by the contractor and Ah-Gwah-Ching Center.

A standard state consultant contract will be utilized in the writing of this request and is available upon request.

Nothing in this contract precludes physicians or the clinic from billing Ah-Gwah-Ching residents for services under routine third party billing, i.e. Medicare, Medical Assistance, or third party payment.

Cost Estimate: The estimated fee for consultant's services is approximately \$112.00/hour for a contract not to exceed \$60,000.00.

Responses must be received by 4:30 p.m. on May 30, 1994.

Direct inquiries to:

Jeff Smith, Chief Executive Officer
Ah-Gwah-Ching Center
Ah-Gwah-Ching, MN 56430
218/547-8300

Department of Human Services

Anoka Metro Regional Treatment Center

Notice of Request for Proposal for Medical Services

NOTICE IS HEREBY GIVEN that the Anoka Metro Regional Treatment Center, Mental Health Bureau, Department of Human Services, is seeking the services which are to be performed as requested by the Administration of Anoka Metro Regional Treatment Center. Contracts will be written for the period beginning July 1, 1994, and ending June 30, 1995.

1. **Neurological Services:** Responsibilities will include furnishing of computerized tomography {CT Scans} and interpretation of results, neurological consultation at Anoka Metro Regional Treatment Center. The total will not exceed \$8,000.00 annually.
2. **Podiatry Services:** Responsibilities will include providing proper podiatry services in relation to Medical Assistance and Medicare guidelines, at times arranged by the Medical Director or his designee. Total estimated amount of contract will not exceed \$3,500.00 annually.

Professional, Technical & Consulting Contracts

3. **Optometry Services:** Responsibilities will include eye exams and referrals, dispensing of eyewear, and consultation with medical staff. Total amount of contract will not exceed \$4,800.00 annually.
4. **Radiology Services:** Responsibilities will include the interpretation of all X-Rays, conducting fluoroscopy examinations, and provide consultation of medical staff. Total amount of contract will not exceed \$4,000.00 annually.
5. **Electroencephalogram {EEG} Testing:** Responsibilities will include conducting the EEG tests with a tracing for each test. Equipment will be furnished by Anoka Metro Regional Treatment Center. Total of contract will not exceed \$900.00 annually.
6. **Family Practice Services:** Responsibilities will include specialized medical care for mentally ill and chemically dependent patients. Total estimated amount of contract will not exceed \$4,000.00 annually.

Responses must be received by May 31, 1994. Direct inquiries to:

Jon Gillmore, Chief Administrative Officer
Anoka Metro Regional Treatment Center
3300 Fourth Avenue North
Anoka, Minnesota 55303-1119
Telephone: (612) 422-4300

Department of Human Services Moose Lake Regional Treatment Center

Notice of Request for Proposal for Medical Services

NOTICE IS HEREBY GIVEN that the Moose Lake Regional Treatment Center, Mental Health Bureau, Department of Human Services, is seeking the services for the period July 1, 1994 - June 30, 1995.

These services are to be performed as requested by the Administration of the Moose Lake Regional Treatment Center.

- (1) Services of a Registered Nurse to perform Night Nursing Supervisor coverage. Estimated amount of contract \$10,816.00.
- (2) Services of a physician to provide history and physical exam, diagnosis and on-going medical care and treatment. Estimated amount of contract is \$25,740.00.

Responses to the above services must be received by May 31, 1994.

Direct inquiries to:

Frank R. Milczark
Chief Executive Officer
Moose Lake Regional Treatment Center
1000 Lakeshore Drive
Moose Lake, MN 55767
(218) 485-4411, Ext. 242

Minnesota Higher Education Board

Request for Proposals for Assistance in the Search for a Chancellor of the Minnesota State Colleges and Universities

The Minnesota Higher Education Board seeks assistance in the search for a Chancellor of the Minnesota State Colleges and Universities. The Chancellor serves as the executive officer for the Minnesota State Colleges and Universities.

Scope of the Project

The 1991 Legislature mandated the merger of Minnesota's state universities, community colleges and technical colleges to be effective July 1, 1995. The merged system will comprise sixty-two institutions of higher education that include state universities, community colleges and technical colleges, with missions that span occupational, baccalaureate and graduate education. State appropriations to the three systems for the 1994-95 biennium are \$895 million. Besides the state appropriations, the systems expect to receive \$475 million tuition and other income. Based on a fall quarter 1993 headcount, there are 162,000 students and 21,000 employees in the three systems. The Minnesota State Colleges and Universities system is governed by the 15-member Higher Education Board. The Chancellor serves as the Chief Executive Officer of the Board. The System Office is located in St. Paul.

Professional, Technical & Consulting Contracts

This search will focus on obtaining the best candidates for the position of Chancellor from potential candidates throughout the nation. The search may utilize the following processes: application, nominations, or recruitment by the selected proposer.

Tasks and Scope of Service

1. Pre-search consultation with Board to assess the leadership needs of the client and the position.
2. Development of required and preferred qualifications to be used in recruiting and evaluating applicants.
3. Development of a plan for search communications including: advertising, letters to individuals and groups informing them of the search and contact person, correspondence with applicants and nominees as necessary.
4. Recruit and solicit interest from persons identified as especially qualified by experience and achievements for the position, and identify candidates from underrepresented populations.
5. Seek out and actively recruit qualified candidates, including candidates from underrepresented populations.
6. Correspond with applicants and nominees as necessary, courteous and appropriate to complete the search.
7. Screen initial applicants using basic qualifications guidelines as approved by the Board's Search Committee.
8. Provide the Search Committee with copies of applications and supportive materials for all candidates meeting basic requirements.
9. In consultation with the Search Committee, establish format and questions to be used in checking references. Conduct a minimum of five reference checks for each of ten semi-finalists. Record in candidates' files the results and nature of contact between reference and candidate.
10. Meet with Board's Search Committee to facilitate discussion of semi-finalists and selection of three to five finalists.
11. In consultation with the Board's Search Committee, perform at least five additional reference checks on finalists.
12. Assist the Board in preparing for finalist interview process by preparing questions, establishing an interview schedule and working with the Board liaison to facilitate interviews.
13. Communicate the results of final reference checks on finalists to Board's Search Committee.
14. Facilitate Board discussion and selection of successful candidate.

Competencies Required of the Search Firm

1. Successful experience in conducting searches for higher education executives including system-level executives.
2. Knowledge of appropriate networks and contacts from which qualified candidates can be obtained.
3. Understanding of the domain of post-secondary education ranging from two-year systems through baccalaureate and graduate degree programs.
4. Understanding and sensitivity to decision-making and leadership in post-secondary education in Minnesota.
5. Demonstrated ability to successfully identify candidates from underrepresented populations for leadership positions in higher education.
6. Clerical and communications capacity.

Affirmative Action

Minnesota Statutes 363.073 and Minnesota Rules 5000.3400 to 5000.3600 will be incorporated into any contract based upon this specification or any modification of it. This statute requires that on contracts in excess of \$50,000, contractors with more than 20 full-time employees at any one time during the previous 12 months have an affirmative action plan approved by the Commissioner of Human Rights. Proposers should attach a copy of their certificate of compliance, application, or indicate exemption from this requirement. Copies of the statute and rule are available upon request from the Minnesota State Colleges and Universities office.

Agency Contact

Prospective responders who have questions regarding this request for proposals may call or write:

Douglas Knowlton
Search Committee Chair
Minnesota Higher Education Board
823 James Avenue SE
East Grand Forks, MN 56721
(H) 218-773-1711 (O) 701-777-3189

This employee is the only person authorized to answer questions regarding this RFP.

Professional, Technical & Consulting Contracts

Submission for Proposals

All proposals must be sent to and received by:

Douglas Knowlton
Search Committee Chair
Minnesota Higher Education Board
823 James Avenue SE
East Grand Forks, MN 56721
(H) 218-773-1711 (O) 701-777-3189

Proposals will be accepted until 4:00 p.m. June 10, 1994. Late proposals will not be accepted. Fifteen copies must be submitted. Proposals are to be sealed in mailing envelopes as packages with the responder's name and address clearly written on the outside.

Each copy of the proposal must be signed in ink by an authorized member of the proposing firm.

Proposed Costs

The Minnesota State Colleges and Universities has estimated the cost of the work under this contract will not exceed \$50,000 for professional services and expenses. The proposal must include base cost, advertising costs, consultant travel costs, candidate travel costs and costs for reference checking.

The proposal should specify the basis of compensation for professional services and the maximum payment for this agreement. The expected terms and times of payment should be specified. The maximum payment should cover all services, including unforeseen circumstances which may arise during the search.

Contract Duration

The proposal may be for services beginning on or about July 19, 1994 and concluding no later than on or about January 30, 1995.

Evaluation

All proposals received by the deadline will be evaluated by the Board's Search Committee. Selection will be completed and all applicants notified on or about July 30, 1994.

The request for proposal may be modified or withdrawn at any time by the Minnesota State Colleges and Universities.

Department of Natural Resources

Division of Enforcement

Discipline Efficiency and Organizational Study

Proposals Sought for Consultant to Assist in an Internal Organizational Study

The Division of Enforcement is seeking proposals from qualified consultants with special expertise in the concept of re-engineering to assist the Division in doing an internal organizational study. The study will include evaluation of the organizational structure, as well as the processes used to deliver the Division's customer service package. This request for proposal does not obligate the Division to complete this project and; the Division reserves the right to cancel this solicitation if it is considered to be in its best interest.

I. Scope of Project and Specific Tasks

As the Division of Enforcement moves into the future, it needs to review existing operations practices and service delivery to the public to ensure that we are meeting the needs of customers in a professional, efficient, and effective manner.

The Division anticipates that this project will include the following tasks:

- A. Design a plan for the study that can be implemented by the Division.
- B. Provide on-going consulting and facilitation as needed to assure timely and accurate data collection.
- C. Evaluation of key operations policies, organization structure and technology; and prepare recommendations for improving the functioning of the Division.
- D. Written recommendations to the Division Director regarding actions necessary to enhance the operational quality, efficiency, and effectiveness of the Division.

Professional, Technical & Consulting Contracts

II. Project Timeframe

The project will begin immediately upon awarding of contract and must be completed by December 15, 1994.

III. Project Cost

The Division has not determined the final cost of the project.

IV. Proposal Contents

The following will be considered minimum contents for the proposal:

- A. A restatement of the purpose of the project and the required tasks to demonstrate the responder's view of the nature of the project.
- B. Identification and description of the services to be provided by the responder.
- C. An outline of the responder's background and experience in this area, with particular emphasis on re-engineering experience and skills. The outline should also identify the personnel to conduct the project and detail their training and work experience.
- D. A cost and work plan that identifies the major tasks to be completed.

V. Submission of Proposals

All proposals must be sent to and received by:

Diane Moe
Business Manager
Division of Enforcement
500 Lafayette Road, Box 47
St. Paul, MN 55155-4047

Not later than 4:00 p.m. Friday, May 20, 1994.

Late proposals will not be accepted. Submit three copies of the proposal. Each copy of the proposal must be signed in ink by an authorized member of the firm. No facsimile copies will be accepted. The prices and term of the proposal as stated must be valid for the length of the project.

It is anticipated that review of proposals will commence as soon as possible after May 20, 1994, with evaluation and selection completed by May 27, 1994.

VI. System Contacts

Questions regarding the Request for Proposal may be directed to: Assistant Director, Brad Burgraff at (612) 297-4899. No other employee is authorized to answer questions regarding this RFP.

VII. Affirmative Action

In accordance with *Minnesota Statutes* 363.073, for all contracts estimated to be in excess of \$50,000, responding firms having more than 20 full-time employees at any time in the last twelve months, must provide documentation of an affirmative action plan approved by the Department of Human Rights. Proposals that do not include this information cannot be accepted.

VIII. Workers' Compensation

The successful responder will be required to submit acceptable evidence of compliance with Workers' Compensation insurance coverage requirements prior to execution of the contract.

Department of Natural Resources

Notice of Request for Proposals to Facilitate the Timber Harvesting GEIS Implementation Roundtable

The Minnesota Department of Natural Resources (DNR) is requesting proposals from qualified individuals to facilitate the Timber Harvesting GEIS Implementation Roundtable. The Roundtable is a 26-member advisory body representing many different interests associated with the use, management and protection of Minnesota's forest resources. The primary task of the Roundtable will be to review the major recommendations of the Timber Harvesting GEIS, consider alternative policy and program implementation options and identify a comprehensive strategy for implementing the study's recommendations. It is anticipated that the Roundtable will meet approximately bi-weekly between May and October 1994 before submitting a final report to the commis-

Non-State Public Bids and Contracts

sioner of Natural Resources. The facilitator will be responsible for encouraging a dialogue among Roundtable participants that leads to a broad agreement on how the GEIS recommendations should be implemented.

Individuals interested in facilitating the GEIS Implementation Roundtable should submit a proposal that includes the following information: 1) a description of applicant's general qualifications; 2) the applicant's background and training in facilitating group discussion and consensus building; 3) the applicant's prior experience facilitating large and diverse groups; 4) the applicant's familiarity and experience facilitating a discussion of natural resource issues, especially those relating to timber harvesting and forest resource management; 5) a general statement of methodology that identifies how the applicant might approach facilitating the GEIS Implementation Roundtable, including the identification of specific facilitation techniques that may be applied; 6) a statement identifying the facilitator's perceived need for interaction with the Roundtable chair and project administrator, including the types and extent of Roundtable meeting preparation activities required between meetings; and 7) the applicant's rate of compensation.

Proposals and inquiries should be directed to:

Michael A. Kilgore
Division of Forestry
Minnesota Department of Natural Resources
500 Lafayette Road
St. Paul, Minnesota 55155
(612) 297-2607

Proposals must be received by the DNR no later than 4:30 p.m., Friday, May 13, 1994.

Non-State Public Bids and Contracts

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Todd-Wadena Community Corrections

Request for Services for a Therapist to Provide Outpatient Sex Offender Treatment in Todd and Wadena Counties, Minnesota

Todd-Wadena Community Corrections is developing a comprehensive Sex Offender Treatment Program for adult sex offenders in Todd and Wadena Counties. Todd-Wadena Community Corrections is seeking a therapist to co-facilitate, with probation agents, outpatient sex offender treatment. The therapist would be expected to, as part of the contract, furnish the following services: 1) Provide local outpatient treatment and education for sex offenders on probation and/or parole in Todd and Wadena Counties; 2) Provide training, support and consultation to corrections workers as co-facilitators in the assessment and treatment of sex offenders; 3) Provide assessments for sex offenders in Todd and Wadena Counties at the request of Todd-Wadena Community Corrections; 4) Coordinate and provide consultation to the adult and adolescent sex offender core staffing groups.

The program will be funded from funds made available through Todd and Wadena Counties and possibly through the Minnesota Department of Corrections. The contract period would involve 1994 and 1995, and such contract will begin immediately upon execution and will end one year from the date of execution.

Copies of the Request for Services may be obtained from Todd-Wadena Community Corrections, 239 Central Avenue, Long Prairie, MN 56347. Responses to the request should be submitted to the same address. For further information contact Katherine Langer at 612-732-6165, or Patrick Schorn at 218-631-4773.



ATTENTION: Minnesota Business Leaders

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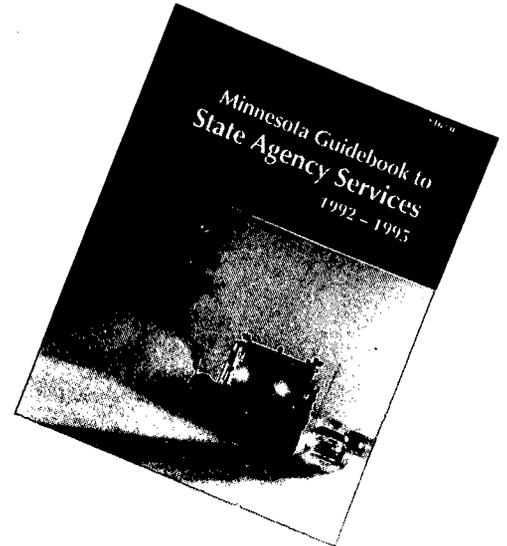
Business & Professional Directories -----

Minnesota Guidebook to State Agency Services 1992-95

An obvious "headliner" on any list for the business reference desk. The perfect "owner's manual" to Minnesota state government is a great reference tool for:

- * applying for grants, bidding on contracts
- * addresses, phone numbers and key contact people for each agency
- * license requirements and fees
- * gaining access to government services
- * participating in state policy making and service delivery
- * understanding the structure of Minnesota government with detailed descriptions of state agencies, their functions and services.

A MUST for the Minnesota business person. 710 pp. **Stock No. 1-11 SR REDUCED PRICE -- ~~\$16.00~~ NOW \$9.95**



Minnesota Manufacturer's Directory 1994

Lists companies alphabetically, by community, and by type of product manufactured. Includes name, address, phone number, sales volume, market products, area sales, marketing and purchasing. Also FAX numbers, data processing managers and chief engineers, when available. 742 pp. **Stock No. 40-2 SR \$95.00**

Healing Arts (Physician's) Directory 1991

Names and addresses in alphabetical order for licensed physicians, chiropractors, osteopaths, optometrists, podiatrists and registered physical therapists. 426 pp. **Stock No. 1-1 SR \$19.95**

State Agency Telephone Directory

Orders are now being taken for the 1994 Directory. This directory lists all State of Minnesota government agencies. Features a greatly expanded FAX section with over 250 numbers, alphabetical employee listings, a classified section, organized by department, and "yellow pages" listing state offices in Greater Minnesota. 264pp. **Stock No. 1-87 SR \$12.95**

Airport Directory 1993

List of airports throughout the state. Approaches, rivers, all detailed markings, and much more. 178 pp. (pocket-size) **Stock No. 1-8 SR \$5.95**

Law Enforcement Directory 1993

Directory of state law enforcement agencies, sheriffs and police departments 51pp. **Stock No. 1-6 SR \$ 7.00**

Directory of Chemical Dependency Programs '92-93

Comprehensive listing of chemical dependency treatment programs in Minnesota. Information on services provided, funding and staff, and a map are also included. 282 pp. **Stock No. 1-12 SR \$17.00**

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Minnesota's Bookstore

117 University, St Paul, Minnesota 55155 (located 1/2 block west of the State Capitol)
612/297-3000 (Metro area) 1-800-657-3757 (Toll Free)

TDD (Telecommunications Device for the Deaf): 612/282-5077 1-800-657-3706 (Toll Free)
FAX 612/296-2265 Online computer access: 612/821-4096 (8-N-1, 1200/2400 bps)

